

City of Falls Church  
Recreation and Parks Division  
223 Little Falls Street  
Falls Church, VA 22046  
703-248-5077

## REQUEST FOR FEE REDUCTION

**Instructions:** To apply for a reduction or waiver of fees you must complete, sign and return this application along with a copy of: **most recent W-2, completed tax return and a current pay stub.** Please call 703-248-5077 for further information or assistance. Allow at least two weeks for processing.

1. Name of Applicant(s): \_\_\_\_\_

2. Name of Parent/Guardian: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (W): \_\_\_\_\_

Address: \_\_\_\_\_

3. Program(s) seeking reduction or waiver of fees: \_\_\_\_\_

4. Household Members and Yearly Income:

Names of Household Members including applicant(s) named above

Name	Age	Yearly Income
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Signature and Social Security Number:

I certify that all the information on this application is true and correct and that all income is reported. I also understand that documentation in the form of a copy of a W-2, most recent tax return and a current pay stub are required and are attached to this form.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security #

### FINANCIAL ASSISTANCE ELIGIBILITY SCALE INCOME REFLECTS ANNUAL GROSS INCOME FROM ALL SOURCES

% Family Pays	Family Size							
	1	2	3	4	5	6	7	8+
75%	27,950	31,900	35,900	39,900	43,100	46,300	49,500	52,650
50%	21,950	25,100	28,200	31,350	33,850	36,350	38,850	41,400
25%	13,170	15,060	16,920	18,810	20,310	21,810	23,310	24,840

If income is above these amounts the family pays 100%. If income is below these amounts the family pays a minimum of 10%.

#### OFFICE USE ONLY

Household Size: \_\_\_\_\_ Total Yearly Income: \_\_\_\_\_ Proof: \_\_\_\_\_ W-2 \_\_\_\_\_ Tax Return \_\_\_\_\_ Pay Stub

Program(s) approved: \_\_\_\_\_ Approved at Rate of: \_\_\_\_\_ Denied \_\_\_\_\_

Total Amount Due: \_\_\_\_\_ Signature of Director/Representative: \_\_\_\_\_

**FEE REDUCTION POLICY**  
**FALLS CHURCH RECREATION AND PARKS DIVISION**

**Policy:** City of Falls Church residents may request a reduction or waiver in program fees when need exists. These requests must be made in writing on an official "Request for Fee Reduction" form and include supporting documentation. Requests will be evaluated based on overall household income and size relative to the Financial Assistance Eligibility Scale shown on the back of this page. Non-residents are not eligible for financial assistance. A family whose income is below the threshold would pay the percentage of the established fee (including all applicable activity fees). In unusual situations, the Director of Recreation and Parks may factor in major illnesses or unusual family circumstances.

**FEE REDUCTION GUIDELINES**

1. Household Income is defined as the sum, on an annual basis, of all pay, allowances, maintenance/child support, social services allowances and other income for the household.
2. Recreation and Parks Division staff will use the information on the application only to decide if the applicant should receive a fee reduction and to verify eligibility.
3. Supporting documentation is required and includes: copy of W-2, most recent tax return and most recent pay stub.
4. Where deemed desirable by the Division, a time payment schedule of fees due may be established for applicants in order to relieve the burden of full payment at one time.
5. For families whose income is below the maximum scholarship percentage, the fee will be calculated on a case by case basis. However, the family will be required to pay at least 10% of the program fee.
6. Programs and activities that require payment directly to a private vendor may not be covered by this policy.
7. All requests for fee reduction shall be approved or denied by the Director of Recreation and Parks or a designee.
8. The Division staff shall examine the application and, if completed fully and consistent with documentation, staff will determine the appropriate percentage and calculate the remaining fee due.
9. All remaining fees are payable upon notification and acceptance of financial assistance and must be made prior to the start of a program.
10. All requests must be made for specific programs; no blanket approvals will be made.
11. All questions should be directed to the Falls Church Recreation and Parks Division at 703-248-5077.